



App ID \_\_\_\_\_

SAGE PAYMENT SOLUTIONS

# T & E ADDITIONS / CHANGES

Fax requests to (703) 848-1772 or (703) 991-5374

If you have questions, contact Client Services at (800) 261-0240, option #3

**\*\* Please allow three (3) to five (5) business days for your request to be completed. \*\***

OFFICE ID / NAME \_\_\_\_\_ REP NAME / ID # \_\_\_\_\_

## MERCHANT INFORMATION

MERCHANT ID # \_\_\_\_\_ DBA NAME \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_ ADDRESS 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

## REASON DEBIT IS ISSUED

CARD TYPE	ADDITIONAL CARD SERVICES	PER ITEM FEE
AMERICAN EXPRESS		
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		\$
DINERS		
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		\$
CARTE BLANCHE		
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		\$
JCB		
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		\$
DISCOVER		
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		\$

\*Unless otherwise specified above or on your original merchant application in the T&E section, per item fees will be assessed at the same rate as your current V / MC per item fees

**PLEASE NOTE:** There will be an additional \$35.00 fee for adding T&E Merchant ID's 30 days after initial setup. Please check the appropriate box to indicate who should be ACH'ed this fee if applicable:     Merchant     Sales Off

## SIGNATURE & ACCEPTANCE

IN ACCORDANCE WITH THE TERMS SET OUT ABOVE, I AUTHORIZE THE ABOVE CHANGE (S):

AUTHORIZED SIGNER ON ACCOUNT (MERCHANT):

SIGNER'S NAME (PLEASE PRINT)

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DATE:

SIGNER'S TITLE (PLEASE PRINT)

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